

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 37

September 23, 2003

**SUBJECT: FIREARMS SUPPLEMENTAL PROPERTY REPORT, FORM 10.01.01 -
REVISED AND CONTINUATION SHEET FOR FIREARMS
SUPPLEMENTAL PROPERTY REPORT, FORM 10.01.02 -
ACTIVATED**

PURPOSE: On January 1, 2002, the California Legislature passed Assembly Bill 2011 which mandated local law enforcement agencies to report the recovery of all firearms to the California Department of Justice (DOJ). The DOJ requires the following data when booking firearms:

- * Was the firearm used or suspected of being used in a crime, illegally possessed or reported stolen;
- * The type of firearm;
- * Category of firearm;
- * Barrel length of firearm;
- * The National Crime Information Center (NCIC) crime code (Attachment 1);
- * The county where the firearm was recovered; and,
- * The name of officer recovering the firearm.

In addition, the Gun Unit, Detective Support Division (DSD), requires the Reporting District (RD), probable investigative unit, Penal Code (PC) section and the crime title (e.g., 211 PC, Robbery) for processing and tracking recovered firearms. This Order revises the Firearms Supplemental Property Report, Form 10.01.01, and activates the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, to capture the required information.

PROCEDURE:

I. FIREARMS SUPPLEMENTAL PROPERTY REPORT, FORM 10.01.01 - REVISED. The Firearms Supplemental Property Report is revised to capture the information required by the DOJ when booking firearms.

A. Use of Form. This form is used to document detailed information on each firearm booked.

B. Completion. Officers booking any firearm into Department custody shall complete the Firearms Supplemental Property Report in addition to a Property Report, Form 10.01.0. Officers shall complete one

Firearms Supplemental Property Report for each firearm booked, with additional forms completed when more than three associates exist. The Gun Unit, DSD, has prepared guidelines for completing the Firearms Supplemental Property Report (Attachment 2).

Note: When a firearm is recovered directly from a specific person, any other individual in the possessor's company will be considered an associate and their information shall be entered into the "Possessor's Associate" section.

C. Distribution. The distribution for the Firearms Supplemental Property Report is the same as the Property Report, Form 10.01.0.

II. CONTINUATION SHEET FOR FIREARMS SUPPLEMENTAL PROPERTY REPORT - ACTIVATED. The Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, is activated.

A. Use of Form. When multiple firearms are booked on a single Property Report, Form 10.01.0, and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report, Form 10.01.01. Additional firearms will be listed on the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02.

B. Completion. The appropriate information shall be recorded on the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, by the officer booking the firearm into a Department Property Room. The Gun Unit, DSD, has prepared guidelines for completing the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, (Attachment 2).

C. Distribution. The distribution for the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, is the same as the Property Report, Form 10.01.0.

The DOJ has updated the Automated Firearms System (AFS) to allow requested information to be entered and electronically forwarded to the National Tracing Center of

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the Federal Bureau of Alcohol, Tobacco and Firearms (ATF) to aid in the identification and tracing of illegal firearms.

Currently, records personnel are responsible for forwarding copies of the Property Report, Form 10.01.0, and the Firearms Supplemental Property Report, Form 10.01.01, to the Gun Unit, DSD, as well as Records and Identification Division (R&I), which uses both forms to enter the required information into AFS. Upon receipt of the Firearms Supplemental Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Report, Form 10.01.02, when applicable, DSD shall continue to forward copies directly to ATF's National Tracing Center, as directed by Manual Section 4/790.22 and in compliance with the Memorandum of Agreement between our two agencies.

If further information is needed regarding this matter, contact the Gun Unit, DSD.

FORM AVAILABILITY: The Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, will be available for ordering from the Department of General Services, Distribution Center, in about 30 days, and will be placed on the Department's Local Area Network (LAN). Copies of both forms are attached for duplication and immediate use.

AMENDMENTS: This Order amends Sections 4/790.22, 4/790.24 and 4/540.30 and adds Section 5/10.01.02 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police
Attachments

Distribution "D"

FIREARMS SUPPLEMENTAL PROPERTY REPORT

Department employees shall complete the following form for each firearm booked. This form shall become a page of the Property Report, Form 10.01.0, and continue the page numbering sequence. Additional firearms with the same possessor, associates, recovery location, and recovery date and time may be listed on Firearms Supplemental Continuation Sheet, Form 10.01.02, which shall become a page of the Property Report, Form 10.01.0, and continue the page numbering sequence. For additional associates, use appropriate copies of this form as needed.

FIREARM DESCRIPTION							
1. ITEM	2. MANUFACTURER	3. TYPE *	4. CATEGORY **	5. MODEL	6. CALIBER	7. BARREL LENGTH	
8. SERIAL NUMBER		9. OTHER MARKINGS OR INFORMATION (finish, grips, etc.)		10. COUNTRY OF ORIGIN		11. IMPORTER (Name, City and State)	
12. WAS FIREARM USED IN A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO NCIC CODE:				13. WAS FIREARM SUSPECTED OF HAVING BEEN USED IN A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO NCIC CODE:			
14. WAS FIREARM ILLEGALLY POSSESSED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				15. WAS FIREARM REPORTED STOLEN? <input type="checkbox"/> YES <input type="checkbox"/> NO			
FIREARM POSSESSOR AND/OR ASSOCIATE INFORMATION							
1. NAME OF FIREARM POSSESSOR (Last, First, Middle)			2. DOB		3. PLACE OF BIRTH		4. HT
							5. WT
							6. SEX
							7. RACE
8. STREET ADDRESS			9. APT NO.	10. CITY			11. STATE
							12. ZIP CODE
13. IDENTIFICATION TYPE (Driver License, DMV ID, Social Security Card, etc.)			14. STATE		15. IDENTIFICATION NUMBER		
1. NAME OF ASSOCIATE (Last, First, Middle)			2. DOB		3. PLACE OF BIRTH		4. HT
							5. WT
							6. SEX
							7. RACE
8. STREET ADDRESS			9. APT NO.	10. CITY			11. STATE
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FIREARM RECOVERY INFORMATION							
1. DATE		2. RD		3. RECOVERING OFFICER'S SERIAL NO.		4. PROB. INVEST. UNIT	
						5. PENAL CODE SECTION	
						6. CRIME TITLE	
7. STREET ADDRESS			8. APT NO.	9. CITY		10. COUNTY	
						11. STATE	
							12. ZIP CODE

* Use the following codes to denote the "Type" of weapon:	** Use the following codes to denote the "Category" of weapon:
A – Cannon B – Submachine Gun C – Rifle/Shotgun Combination G – Grenade K – Rocket M – Machine Gun O – Mortar P – Pistol R – Rifle S – Shotgun T – Tear Gas Gun V – Silencer Z – All Others	A – Automatic B – Bolt Action C – Carbine D – Derringer E – Side by Side F – Flare Gun G – Gas or Air H – Flintlock I – Semi-Automatic J – Jet Propulsion K – Blank Pistol L – Lever Action M – Machine N – Launcher O – Over/Under P – Pump Q – Antique R – Revolver S – Single Shot T – Recoilless U – Percussion W – Three Barrels X – 4+ Barrels

LOS ANGELES POLICE DEPARTMENT

CONTINUATION SHEET FOR FIREARMS SUPPLEMENTAL PROPERTY REPORT

Department employees shall complete the Firearms Supplemental Property Report, Form 10.01.01 for the first firearm. Additional firearms with the same possessor, associates, recovery location, and recovery date and time will be listed on this form. This form shall become a page of the Property Report, Form 10.01.0, and continue the page numbering sequence.

1. ITEM	2. MANUFACTURER	3. TYPE *	4. CATEGORY **	5. MODEL	6. CALIBER	7. BARREL LENGTH
8. SERIAL NUMBER	9. OTHER MARKINGS OR INFORMATION (finish, grips, etc.)			10. COUNTRY OF ORIGIN	11. IMPORTER (Name, City and State)	
12. WAS FIREARM USED IN A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO NCIC CODE:				13. WAS FIREARM SUSPECTED OF HAVING BEEN USED IN A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO NCIC CODE:		
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C – Rifle/Shotgun Combination	O – Mortar	T – Tear Gas Gun	C – Carbine	I – Semi-Automatic	O – Over/Under	U – Percussion	
G – Grenade	P – Pistol	V – Silencer	D – Derringer	J – Jet Propulsion	P – Pump	W – Three Barrels	
		Z – All Others	E – Side by Side	K – Blank Pistol	Q – Antique	X – 4+ Barrels	
			F – Flare Gun	L – Lever Action	R – Revolver		